

**Westport Volunteer Emergency Medical Service  
Board of Directors' Meeting  
May 5<sup>th</sup>, 2020**

**Meeting Call to Order:**

Andrea called the Board of Directors' meeting to order at 19:01 hours – this meeting was held through Google Meet due to the current COVID-19 crisis and social distancing.

***Attendance:***

Andrea Harman, Larry Kleinman, Nancy Surace, Mike Burns, Brian Crane, Martin Iselin, Steve Bayliss, Jaime Bairakataris, Myra Goldberg, Ashley Ramirez and Sandi MacPherson.

*Guests:* Marc Hartog, Yves Cantin, Dan Guetta, Mari Inagami, Hank Weinstock, Rob Pocius.

***Approval of Minutes:***

Larry made a motion to adopt the minutes of the April board meeting, seconded by Steve.

All in favor - unanimous.

**Committee Reports**

***Treasurer's Report:***

Net income: we are about \$113k ahead of budget as of the end of April. Looking at the net ordinary income we are about \$107k ahead of budget. \$134k in net ordinary income with a budget of \$26k. We are doing well. Some things that are way different than the budget – other donations where we budgeted \$20k in donations. We have \$71k which is \$50k ahead that is due to a significant number of grants we received including \$9,500 grants in the month of April. Next year on the ledger we will break out grants into their own category instead of putting them into donations in order to track them better. The other difference is the income for the EMT class is \$18k below budget and that is because we did not have a spring EMT class. We budgeted \$15k in tuition and that didn't happen. The other big difference number is radios where we were \$9,300k under budget.

Vehicle maintenance was high because there were two trucks that had \$1,900 worth of general repairs which came in on one month.

Larry left after the treasurer's report.

### ***Finance Committee:***

Myra reported on finance. Balances – investments went up last month and is at \$693,172. Vehicles replacement is \$222,321. The Board of Finance will meet this Friday at 1:00pm.

### ***Fundraiser:***

Last report until we start organizing for the next fundraiser campaign:

#### Some statistics

Booked fundraiser donations 7/1/19 to date: \$117,357

Booked fundraiser donations last fiscal year: \$111,513

Approximately 920 fundraiser donations have been received and processed since 10/15/2019 (recording donations by campaign will make this statistic more accurate in the future—raw number is 976)

Approximately 130 new donors recorded this campaign (recording donations by campaign will make this statistic more accurate in the future—raw number is 180)

#### Update on “To Do” List

- 1- Clean up of ELEO database is done, many hours were required
- 2- Update donations processing instructions
- 3- Planning for next year’s mailer campaign should start no later than August 1<sup>st</sup>. Need at least two additional team members (campaign communications planning and design; donations processing).
- 4- Coordinate printed mailer campaign with Constant Contact system and social media outreach, other advertising?

#### *Other Donations miscellaneous notes* (not related to annual mailer/fundraiser):

8 donations received with mention of COVID (\$1,482.70). Special grant received from Masons (\$2,500). First County Bank grant received \$4,500 (Mike Burns). Invited to submit a grant application for \$2,500 by Newman’s Own Foundation.

#### Response to question about credit card donations

Total since 10/15/19: 191 donation \$26,122.04 (includes some tributes and covid).  
Oct: 21 donations \$2,276.89; Nov: 25 donations \$4,295.40; Dec: 59 donations \$6,395.66;  
Jan: 33 donations \$7,795.45; Feb: 16 donations \$1,530.36; Mar: 7 donations \$846.39; Apr:  
13 donations \$866.49

### ***Member Relations:***

Nancy stated there was nothing to report. Abatements are being worked on by the town. Yves is going to work on the President’s Volunteer Service Awards.

***Training:***

Not a whole lot going on for training. We are doing our in service trainings on Centrelearn.

***CPR:***

Jay Paretzky's report:

CPR/First Aid Training: 1/1/2020 - 4/30/2020, 62 classes and 358 students taught.

We conducted the first virtual Hands-Only CPR and First Aid information class on Friday, May 1<sup>st</sup> from the large classroom. Jay is working on additional virtual classes. Thank you to Mike Burns for his help with the virtual class.

***Public Relations/Website/Social Media:***

For the past several weeks we have had some great content. We have been thanking the community for their support. Food donations are beginning to taper off. We can figure out a couple of alternative things to boost social media. Jay did his first online CPR class and we will put that out there and maybe get Dan Woog to pick up a story about it. We have had some good press coverage with Marc Hartog being featured in an article. Trying to get Lauren Fabrizi to come back and do an update as well. Try to get her in and explain to her our new protocols for PPE and when people call for us what it means and what it could look like.

Jaime stated Jay was given an award from the Rotary.

***Vehicles/Ambulances:***

Nothing happening.

***Bylaws:***

The board has already approved changes and they will be voted on at the general membership, which will be held in June.

***Scholarship:***

Jay stated there were three pending applications but applications have been finalized.

***State/Southwest Council:***

Jay reported: CTEMS Advisory Board and the CT Southwestern Regional Council did not meet in April- no report. CTOEMS said we can keep the Stop the Bleed, CPR and

AED equipment for another year. The cost to purchase those items otherwise is around \$18,000.

*Note: Representatives for State/Southwest Council are Mark Blake who is on the committee representing SW Council and Marc Hartog who is also on the Committee, representing the Town of Westport and Westport EMS.*

***House:***

A glass table top was donated to us. Mike reported more linens have been purchased because we are sending our linens out to a laundry service.

***Recruitment and Retention:***

Ashley reported the box was found in the closet. So there is nothing new.

Jaime will put together the newsletter – he stated he had to revise it creating a duplex newsletter.

***Stop the Bleed:***

Stop the Bleed classes are not being held at this time. Steve reported other services are doing online virtual trainings and maybe we should consider it. Mike stated there are things to be worked out because of the curriculum.

***Old Business:***

EMS conference has been rescheduled to August 16<sup>th</sup> to the 19<sup>th</sup>. We will leave the requirements the same and allow the extra two months to allow members to get the same hours. Andrea will send an email stating the hours will be the same and what the new dates are.

***New Business:***

The nominating committee has completed the list of new nominees, who is slated for the June election and it was emailed to the members. There is no contest. At the meeting, we will give a summary to the general membership. We will probably not meet in person but will do it virtually. President's Awards are usually handed out at the general membership – we will have to think of an alternative time to present them to the members.

***Other New Business:***

Mike stated in regards to fund raising. The Westport Young Women's League we are on good terms with them. We received that big grant from them. The Westport Women's Club is not a fan of ours. Martin believes in 2004 we may have received a grant from the Westport Women's Club.

***Adjournment:***

Martin made a motion to adjourn at 20:15 hours, seconded by Jaime.

## Westport Vol. EMS Profit & Loss Budget vs. Actual April 2020

Ordinary Income/Expense					Current	Annual	
	<u>Jul '19 - Apr 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	Month	Budget	% used
<b>Income</b>							
50100 · PATIENT CONTRIBUTIONS	59,850.00	62,500.00	-2,650.00	95.76%	5,750	75,000	80%
50200 · FUNDRAISER	116,232.94	88,000.00	28,232.94	132.08%	2,842	90,000	129%
50300 · OTHER DONATIONS	71,239.01	20,834.00	50,405.01	341.94%	11,582	25,000	285%
50400 · COURSES					0	0	
50004 · CPR	19,840.76	19,168.00	672.76	103.51%	1,815	23,000	86%
50008 · EMT	21,740.00	40,000.00	-18,260.00	54.35%	0	40,000	54%
<b>Total 50400 · COURSES</b>	<u>41,580.76</u>	<u>59,168.00</u>	<u>-17,587.24</u>	<u>70.28%</u>	1,815	63,000	66%
50500 · OPERATING INTEREST	1.03						
50900 · OTHER							
50019 · MISCELLANEOUS INCOME	14.03						
<b>Total 50900 · OTHER</b>	<u>14.03</u>						
<b>Total Income</b>	<u>288,917.77</u>	<u>230,502.00</u>	<u>58,415.77</u>	<u>125.34%</u>	21,990	253,000	114%
<b>Expense</b>					0	0	
60011 · PROFESSIONAL FEES - AUDIT	13,000.00	13,500.00	-500.00	96.3%		13,500	96%
60043 · PUBLIC RELATIONS	1,760.01	4,166.68	-2,406.67	42.24%	0	5,000	35%
60044 · RETENTION AND RECRUITMENT	782.28	5,834.00	-5,051.72	13.41%	0	7,000	11%
60200 · CAPITAL EXPENSES	977.99	7,500.00	-6,522.01	13.04%	0	9,000	11%
60260 · RADIOS	9,245.30	18,640.00	-9,394.70	49.6%	0	19,000	49%
60299 · NON-CAPITAL BUILDING/FIXTURES	1,376.94				101	0	
60300 · OFFICE & MANAGEMENT					0	0	
60002 · Bank SvChgs/Cks	35.96						
60008 · COPIER	175.36					0	
60013 · GENL. OFF. EXP.	271.44				57		
60018 · REPAIRS MAINT.	348.95						
60026 · COMPUTER	196.93					0	
60032 · OFFICE SUPPLIES	187.67				95		
60300 · OFFICE & MANAGEMENT - Other	0.00	4,168.00	-4,168.00	0.0%	0	5,000	0%
<b>Total 60300 · OFFICE &amp; MANAGEMENT</b>	<u>1,216.31</u>	<u>4,168.00</u>	<u>-2,951.69</u>	<u>29.18%</u>	152	5,000	24%

## Westport Vol. EMS Profit & Loss Budget vs. Actual April 2020

	<u>Jul '19 - Apr 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	Current Month	Annual Budget	% used
<b>60310 · MEMBER SUPPORT SVCS</b>					0	0	
60009 · COFFEE EXPENSES	3,391.59				355	0	
60010 · DAY ROOM/KITCHEN SUPPLIES	4,637.93				58	0	
60030 · CABLEVISION	1,960.65				0	0	
60040 · OTHER MEMBER SUPPORT	251.61						
60310 · MEMBER SUPPORT SVCS - Other	0.00	14,168.00	-14,168.00	0.0%	0	17,000	0%
<b>Total 60310 · MEMBER SUPPORT SVCS</b>	<u>10,241.78</u>	<u>14,168.00</u>	<u>-3,926.22</u>	<u>72.29%</u>	414	17,000	60%
<b>60330 · UNIFORM ALLOWANCE PROGRAM</b>	3,290.72	5,834.00	-2,543.28	56.41%	600	7,000	47%
<b>60340 · FUND RAISER</b>					0	0	
60341 · Credit Card Processing Fee	952.75	720.00	232.75	132.33%	33	750	127%
60340 · FUND RAISER - Other	13,482.03	13,000.00	482.03	103.71%	59	13,000	104%
<b>Total 60340 · FUND RAISER</b>	<u>14,434.78</u>	<u>13,720.00</u>	<u>714.78</u>	<u>105.21%</u>	92	13,750	105%
<b>60360 · AWARDS</b>	293.90	750.00	-456.10	39.19%	0	1,000	29%
<b>60370 · ANNUAL AWARDS MEETING</b>	5,202.83	8,000.00	-2,797.17	65.04%		8,000	65%
<b>60380 · TRAINING</b>					0	0	
60022 · In service	1,402.89	4,168.00	-2,765.11	33.66%	0	5,000	28%
60021 · Stop The Bleed	14.99	834.00	-819.01	1.8%	0	1,000	1%
60382 · On-Line Courses	5,935.05	7,000.00	-1,064.95	84.79%		7,000	85%
60381 · Tuition Reimbursement EMT-B	4,375.00	3,000.00	1,375.00	145.83%	0	5,000	88%
60003 · CPR / FIRST AID TRNG	9,142.99	16,668.00	-7,525.01	54.85%	2,643	20,000	46%
60019 · IN-HOUSE EMT	26,551.00	28,000.00	-1,449.00	94.83%	0	40,000	66%
60038 · MISC. TRNG	1,035.26	834.00	201.26	124.13%	0	1,000	104%
60390 · CLASSES-OUTSIDE	900.00						
<b>Total 60380 · TRAINING</b>	<u>49,357.18</u>	<u>60,504.00</u>	<u>-11,146.82</u>	<u>81.58%</u>	2,643	85,000	58%
<b>60410 · INSURANCE</b>	898.00	1,000.00	-102.00	89.8%		1,000	90%
<b>60420 · HOSPITALITY/SUNSHINE</b>	407.62						
<b>60440 · OTHER EXP</b>							
6999 · Uncategorized Expenses	50.00						
<b>Total 60440 · OTHER EXP</b>	<u>50.00</u>						
<b>60500 · WEMS OPER. BDGT</b>					0	0	
60042 · Equipment Repairs & Maintenance	2,764.56						

## Westport Vol. EMS Profit & Loss Budget vs. Actual April 2020

	<u>Jul '19 - Apr 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<b>Current</b> Month	<b>Annual</b> Budget	<b>% used</b>
<b>60014 · VEH .MAINTENANCE</b>					5,510	0	
Vehicle	105.00					0	
<b>60014 · VEH .MAINTENANCE - Other</b>	<u>19,613.78</u>					0	
<b>Total 60014 · VEH .MAINTENANCE</b>	<u>19,718.78</u>					0	
<b>60031 · OPER. MATERIALS</b>	362.78						
<b>60034 · VEH. OPERATION</b>	260.30						
<b>60037 · MEDICAL SUPPLIES</b>	17,219.69				395	0	
<b>60500 · WEMS OPER. BDGT - Other</b>	<u>1,911.81</u>	<u>45,834.00</u>	<u>-43,922.19</u>	<u>4.17%</u>	451	55,000	3%
<b>Total 60500 · WEMS OPER. BDGT</b>	<u>42,237.92</u>	<u>45,834.00</u>	<u>-3,596.08</u>	<u>92.15%</u>	6,356	55,000	77%
<b>Total Expense</b>	<u>154,773.56</u>	<u>203,618.68</u>	<u>-48,845.12</u>	<u>76.01%</u>	10,358	246,250	63%
<b>Net Ordinary Income</b>	<u>134,144.21</u>	<u>26,883.32</u>	<u>107,260.89</u>	<u>498.99%</u>	11,631	6,750	1987%
<b>Other Income/Expense</b>					0	0	
<b>Other Income</b>					0	0	
<b>50302 · RESTRICTED DONATIONS</b>	1,500.00				500		
Interest Income	344.11					0	
Dividend Income	<u>18,599.75</u>	<u>12,500.00</u>	<u>6,099.75</u>	<u>148.8%</u>	0	15,000	124%
<b>Total Other Income</b>	<u>20,443.86</u>	<u>12,500.00</u>	<u>7,943.86</u>	<u>163.55%</u>	500	15,000	136%
<b>Other Expense</b>							
<b>60404 · Audley Scholarship</b>	<u>1,500.00</u>						
<b>Total Other Expense</b>	<u>1,500.00</u>						
<b>Net Other Income</b>	<u>18,943.86</u>	<u>12,500.00</u>	<u>6,443.86</u>	<u>151.55%</u>	500	15,000	126%
<b>Net Income</b>	<u><u>153,088.07</u></u>	<u><u>39,383.32</u></u>	<u><u>113,704.75</u></u>	<u><u>388.71%</u></u>	12,131	21,750	704%

### Projected Cash Flow

	<b>Projected Change</b>	<b>Checking Balance</b>	<b>Vehicle Wells Fargo + BOA</b>	<b>Equipment</b>
30-Apr		232,101	223,952	43,069
31-May	-8,941	223,160		
30-Jun	-8,691	214,469		
31-Jul	XXX	XXX		



**Westport Vol. EMS**  
**Profit & Loss Budget vs. Actual**  
April 2020

<u>Jul '19 - Apr 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	Current Month	Annual Budget	% used
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